

Thank you for contacting the Wisconsin Department of Natural Resources.
Enclosed are the project application materials you have requested.

Ponds in Wetlands Information Requirements

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. **A completed application form #3500-53D dated and signed.**
2. **A completed, signed and dated form #3500-53A along with the required fee as shown on the form.**
3. **Clear photographs of the project site. Include at least one front view and one side view. NOTE: You will also be required to submit photographs after your project is completed.**
4. Indicate what method of excavation will be used. Indicate what erosion control measures will be used on all disturbed areas including the spoil disposal site.
5. In the "**location sketch**" box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1" = 2000'. This map should enable the Department investigator to locate the project.
6. Under "**project plans**", supply a top view and a cross-section view as shown in the sample drawing. The benchmark location must be shown.
7. The **top view** should include the following information:
 - a. The cross-section location, the disposal area, and the proposed pond.
 - b. The location, elevation and description of the benchmark (permanent vertical reference.).
 - c. The groundwater elevation, referenced to the benchmark.
 - d. A north arrow.
 - e. The scale of the top view.
8. The **cross-section view** should include the following:
 - a. The water level in the existing watercourse, referenced to the benchmark.
 - b. The side slopes of the pond.
 - c. The location, elevation and side slopes of the spoil pile.
 - d. The scale of the cross-section view.
9. A completed Practicable Alternatives Analysis.
10. The name and address of the secretary of any property owners' association pertaining to the bodies of water affected by the project. If there is no association, please supply the name and addresses of at least five persons who own property located adjacent to the affected body of water. If there are fewer than five persons who own property adjacent to the affected body of water, please supply the names and addresses of all those persons.

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

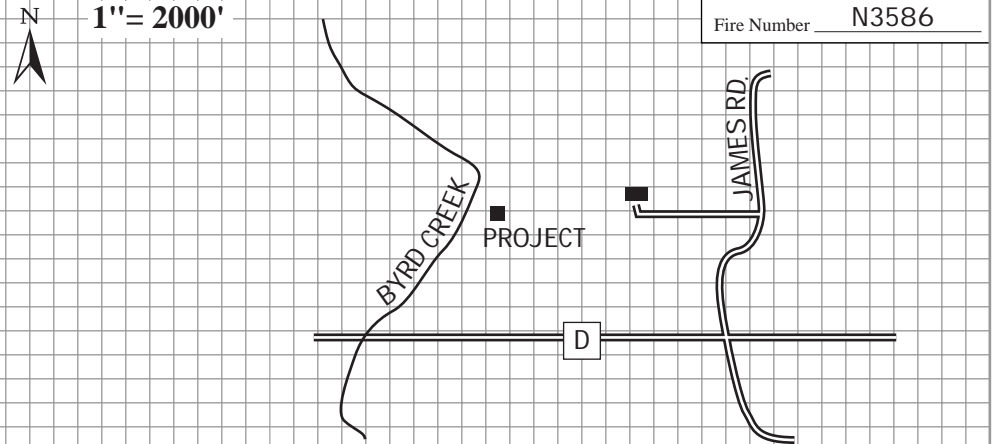
DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING

Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.

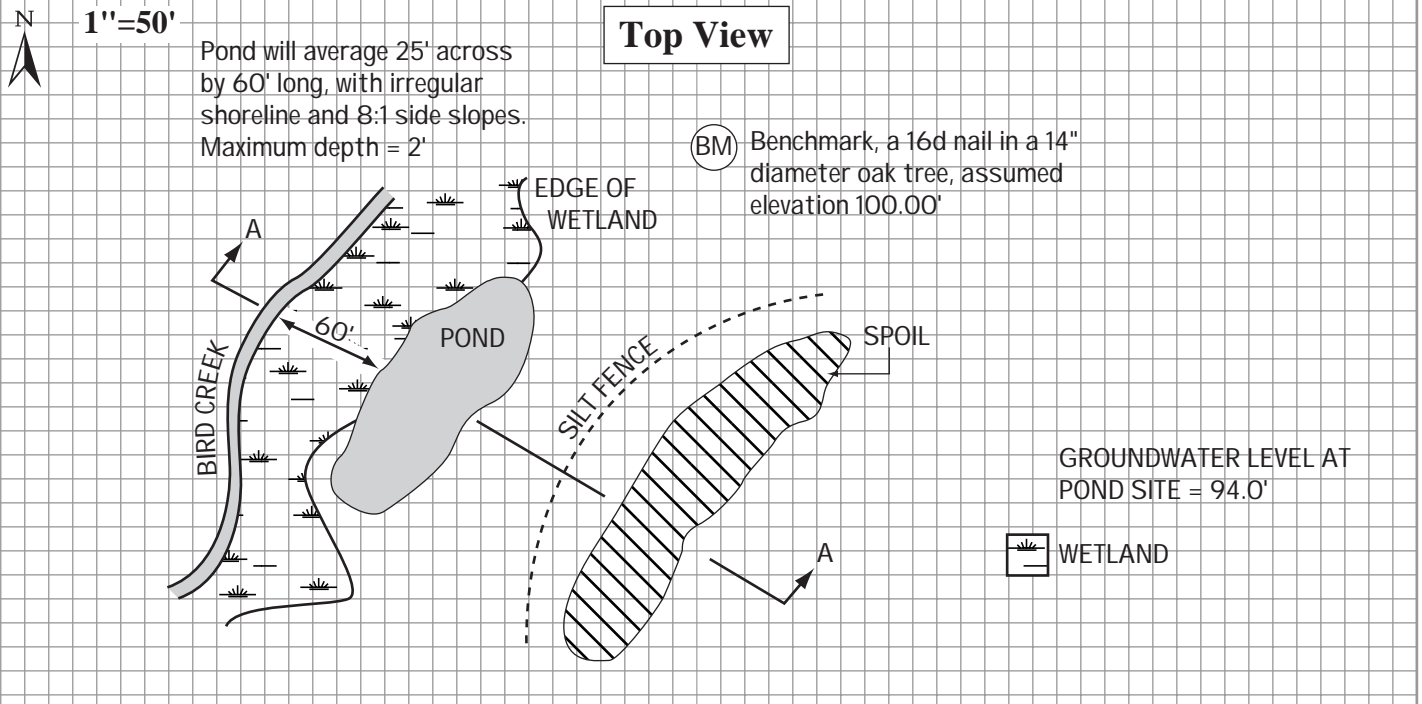
POND IN WETLANDS
SAMPLE DRAWING

Proposed Materials

Pond will be excavated by backhoe. Spoil will be placed in adjacent upland area. Spoil deposit area will be seeded and mulched according to Natural Resource Conservation Service guidelines.

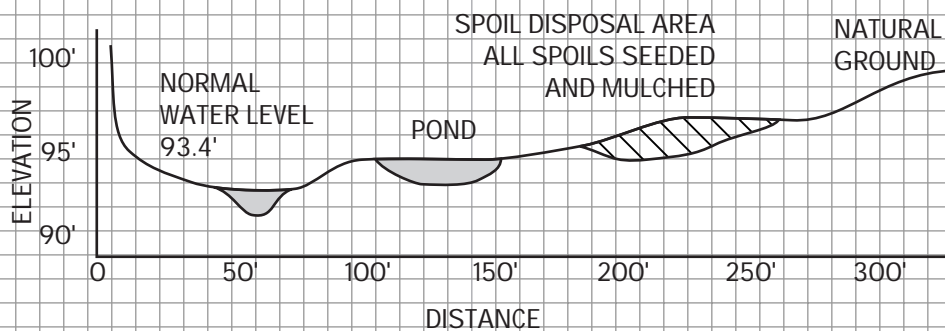


Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.) Use additional sheets if necessary.



Cross Section

SECTION A-A



Thank you for contacting the Wisconsin Department of Natural Resources.

Enclosed are the project application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

Before submitting this application for a waterway permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 in addition to this packet for details.

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application.

To help us make a decision in the shortest time possible, please submit the following information:

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53D including applicant information page and project plans.** When completing your application, please use a ballpoint pen with black ink. The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. **Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.**
4. **Five (5) copies of a narrative description of your proposal,** on a separate blank page. Please state:
 - what the project is,
 - how you intend to carry out the project, including methods, materials and equipment,
 - your proposed construction schedule and sequence of work,
 - what temporary and permanent erosion control measures will be used, and
 - the location of any disposal area for dredged or excavated materials.
5. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
6. **The appropriate application fee (complete Form 3500-53A).**

If you have questions or problems in filling out or completing the application requirements, please call or contact the Water Management Specialist for your county.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

NOTE: Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

Wildlife Ponds and Scrapes - GENERAL DESIGN GUIDANCE

Existing wetlands are usually self-sustaining ecosystems that should not be disturbed or altered to create ponds for wildlife. However, the construction of wildlife ponds can be done on upland sites or occasionally in lower quality wetlands where the wetland and wildlife values could be enhanced.

HIGHER QUALITY SITES THAT SHOULD GENERALLY BE AVOIDED INCLUDE:
Forested Wetlands, Cedar or Tag Alder Swamps, Bogs & Natural Shallow Water Wetlands.

The following general design features should be considered when constructing a wildlife pond or artificial wetland basin.

1. SIZE. A pond or wetland basin should compliment and improve the quality of the habitat that exists naturally at the project site. These projects can vary in size ranging from 0.1 to 2 acres. Keep in mind you will need to place the spoil material on an upland site and that many cubic yards of spoil are generated for even small pond projects. Side casting spoil material into an adjacent wetland area is not allowed because it buries wetland or aquatic plants, alters the hydrology and may destroy fish and wildlife habitat.
2. SHORELINE. An irregular shoreline should be constructed because it can increase the area used by waterfowl and other wetland wildlife species and may provide more isolated bays. Creating these bays, isolated from the rest of a pond, will attract more wildlife and allow them to do more of their daily and seasonal activities, including feeding, loafing, mating and nesting.
3. SHAPE & DEPTH. The bottom contour of a pond should be uneven and rolling. The variable water depths allow for more diverse emergent vegetation in shallow areas throughout the basin. Emergent plants growing in the shallow areas will filter sediment, take up nutrients, and improve water quality. This vegetation also provides food and cover for wildlife. The water depth in shallow areas should vary between 6 and 18 inches and can range from about 4 TO 5 feet in the deeper areas.
4. SLOPE. The shoreline area should have a gentle slope and provide small vegetated "fingers" and open "bays" along the edge. Slopes should only have about a foot rise (vertical) for approximately every 8 to 10 feet of run (horizontal). Vegetation growing in these edge areas will increase the amount of habitat. Projects with 50% open water and 50% vegetation cover in the wetland basin (including the emergent vegetation around the shoreline) will provide the greatest species richness and diversity.
5. UPLAND SITES. Ponds on some upland sites may require a clay liner to retain water. Topsoil should be placed on the bottom of these basins to provide a more suitable substrate and improve the establishment of aquatic plants and animals. Clay lined basins produce less vegetation, fewer invertebrates and support less waterfowl and other species, than those lined with both clay and organic soils.
6. ORGANIC SOILS. Muck soils that may be available from an impacted wetland can be placed on the bottoms and slopes of newly created basins. This material provides a natural seed bank and is high in organic content which will provide for better plant species diversity and increased invertebrate (insect) activity. Invertebrates are an important food source for a variety of birds and mammals.
7. FOOD SOURCE. Following construction, a layer of hay may be placed in shallow areas along the shore as a food source for invertebrates and microorganisms which will help establish plant and animal populations more rapidly.
8. BUFFER AREAS. Buffer areas of upland grass vegetation may need to be established and maintained around the perimeter of these projects to provide the nesting habitat and cover needed by waterfowl. If mowing around the pond or basin is necessary to control woody vegetation during the growing season, it should be delayed until after August 1 to avoid disturbing nesting waterfowl, upland game birds and other wildlife.

INFORMATIONAL REQUIREMENTS FOR PRACTICABLE ALTERNATIVES ANALYSIS

All of the questions must be answered in detail and supported with documentation (attach additional sheets if needed).

I. Background/Description of Project

A. Describe the purpose and need for the project.

B. Is your project an expansion of existing work or is it new construction? Explain.

C. When did you start to develop a plan for your project?

D. Explain why the project must be located in or adjacent to wetlands.

II. Alternatives (your analysis should address the following questions).

A. How could you redesign or reduce your project to avoid the wetland, and still meet your basic project purpose?

B. Other sites

1. What geographical area(s) was searched for alternative sites?
2. Were other sites considered?
3. Have you sold any lands in recent years that are located within the vicinity of the project? If so, why were they unsuitable for the project?

C. For each of the alternatives you identified, explain why you eliminated the alternative from consideration (include cost comparisons, logistical, technological, and any other reasons).

D. What are the consequences of not building the project? (include social and economic consequences):

If you have chosen an alternative that would result in wetland impacts:

E. Summarize why your alternative was selected.

F. Explain what you plan to do to minimize adverse effects on the wetlands during your project (e.g. erosion control, best management practices, setbacks, etc.).

PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)	
Address		Address	
City, State, Zip Code	Fire Number	City, State, Zip Code	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
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4. Is the applicant a business? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary):	5. Project Location Address _____ Village/City/Town _____ Fire Number _____ Tax Parcel Number _____ Waterway _____ County _____ Govt. Lot _____ OR _____ 1/4, _____ 1/4, of Section _____ , Township _____ North, Range _____ (East) (West)
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6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)

(b) Purpose, need and intended use of project

(c) I have applied for or received permits from the following agencies: (Check all that apply)

☐ Municipal ☐ County ☐ Wis. DNR ☐ Corps of Engineers

(d) Date activity will begin if permit is issued _____; be completed: _____.

(e) Is any portion of the requested project now complete?

☐ Yes ☐ No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
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LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

Page 2 of 2

Drawings of proposed activity should be prepared in accordance with sample drawing.

Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = _____ ft.

Fire Number _____

Proposed Materials



Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.

N

1" = _____ ft.

Top View



Cross Section